

INTERNAL TITLE 5 VACANCY ANNOUNCEMENT

Announcement Number:	2006-148	Opening Date:	September 22, 2006	Closing Date:	October 16, 2006
Position/Position Number:	VOCATIONAL REHABILITATION THERAPY ASSISTANT (#06415A), GS-636-6	Organizational Location:	PSYCHOLOGY SERVICE TEMPLE ICF		
Salary Range:	GS-6: \$31,601 - \$41,080 PER ANNUM (INCLUDES 12.52% LOCALITY COMPARABILITY PAY)	Area of Consideration:	CURRENT PERMANENT EMPLOYEES OF CTVHCS AND VCS		

Duties and Responsibilities:

Hours of Duty: M – F, 8:00 a.m. – 4:30 p.m. The incumbent is responsible for providing vocational rehabilitation services for inpatients and outpatients. The incumbent is required to evaluate the significant variables in each case and assist the veteran in the Vocational Rehabilitation Therapy program. Has knowledge of required work skills for various jobs. Assesses the extent to which handicaps impair patients work performance. Frequently will be required to work with these patients in attempting to motivate them to return to employment. Maintains memorandums of agreement with internal and external stakeholders concerning contract agreement, provides written educational and training documentation to staff upon reasonable request, and generates reports for appropriate tracking systems. Will function as a resource to individuals who require special rehabilitation techniques or procedures, as well as groups with disabling conditions for whom group process are potentially effective. Does vocational assessment of patients through observation, supervision, and follow-up in completing work tasks. Documents in electronic record format and reviews treatment plans and records of all vocational rehabilitation program patients in accordance with established Scope of Assessment timelines. Documents in the electronic format and reviews treatment plans and records of all Vocational Rehabilitation program patients. Enters NEPEC data as required on veterans treatment. Maintain and updates Access database of program patients for annual reporting requirements. Incumbent may function as control point clerk. Maintains payroll and attendance records for a number of CWT participants, prepares bi-weekly payroll submissions to finance. Maintains purchase card fund control point. Prepares bill of collection for work agreements. Provides service to individuals whose employability or job adjustment is impaired by a physical, mental, emotional or other disability, or by a lack of basic education and job skills. Based on referral from a professional staff member, VRS, or by interviewing the client, determines the vocational goals and objectives of the client.

Qualification Requirements:

Qualifications are derived from the Office of Personnel Management Group Coverage Qualification Standard for Technical and Medical Support Positions, available in Human Resources Management Service. At the GS-6 level, must have one year specialized experience equivalent to at least next lower grade level of GS-5. Applicants at the GS-6 level must meet time in grade requirement of one year at the GS-5 level. If education is to be substituted for experience, transcripts must be on file in official personnel folder (OPF) or submitted with application in order to receive credit. Qualifying specialized experience can include work as an assistant in one of the therapies such as occupational, physical, manual arts, corrective or educational therapy.

Rating and Ranking:

Qualified candidates will be rated and ranked on the following knowledge, skills, and abilities:

- Knowledge of Vocational Rehabilitation process including assessment and treatment plan development and implement therapeutic work activities.
- Ability to perform general clerical work (i.e. prepare correspondence and spreadsheets) including the use of office equipment such as a calculator, Xerox, telephone and personal computer with Microsoft Office, Access, Excel and VISTA programs.
- Knowledge and ability to perform fund control point clerk duties including; interpret financial reports, use automated financial systems, analyze and process vouchers, invoices, and payroll.
- Knowledge of processing purchase requests for a variety of commercial items in compliance with accounting guidelines for federal agencies.
- Ability to communicate effectively with a wide variety of people, both orally and in writing, with a wide variety of physical or psychiatric disabilities.

How to apply:

Permanent employees who wish to be considered for this position must obtain necessary forms through the internet address: <http://www.central-texas.med.va.gov/HRMS/forms.htm> **VA FORMS 5-4078, 5-4676A AND 5-4667B MUST BE RECEIVED IN HRMS, TEMPLE, BUILDING 162, BY CLOSE OF BUSINESS ON THE CLOSING DATE OF ANNOUNCEMENT.** Please refer questions to Mary P. Doerfler, Staffing Specialist, at extension 40786. It is your responsibility to assure that your Official Personnel Folder (OPF) is current and shows all work experience and credentials prior to the closing date of the announcement.

NOTE: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting accommodation will be on a case-to-case basis.

THIS IS A **BARGAINING** UNIT POSITION. CTVHCS IS A SMOKE-FREE ENVIRONMENT.

EQUAL EMPLOYMENT OPPORTUNITY: ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS, WHICH ARE PROHIBITED BY LAW. Job offers are contingent on passing a physical, satisfactory completion and positive results of the following: The Healthcare Integrity and Protection Data Bank (HIPD), Exclusionary Individuals/entities (LEIE), Background Investigation, and completion and adjudication of fingerprint investigation.